Mastenbrook Volunteer Matching Fund Grants Program Application Form

PLEASE PRINT. Please provide all information requested. You may attach additional sheets and/or materials to support your request.

1. ## Grantee Information
    Name of Individual or Organization: _____

    Contact Person: _____

    Mailing

    Address:_____

    Phone: (   )_____

    Fax: (   )_____

    Email: _____

2. ## Project
    Title: _____

3. ## Funding Requested
    Amount $_____
    (Applicant may request up to a maximum of $10,000 per project. Limited to one approved project per fiscal year.)

4. ## Project Description
    Provide a description of your project. (Attach drawings or specification of *materials/*proposed for purchase. If *educational materials* are proposed, provide a mock up or example of how the product will look, how it will be posted or distributed, and an example of the content. Provide a detailed map and other visual materials, site plan, drawings, photos, cross sections or a mock up of your project and what the finished product will look like.) <u>Provide as much detail as you can to help evaluators clearly understand your project</u>.

5. **Public Benefits**

Explain why your project is important and why it is needed? Who are the intended users? How will the public benefit? How many and what different types of users do you expect? How does this project provide new recreational opportunities for the intended users? Does your project solve a problem or provide important missing services? If your project provides for people with disabilities, in what way?

6. **Sponsor Commitment**

What experience do you or the organization have in accomplishing similar projects? Who will be responsible for organizing and assigning the work to insure successful project completion? You will need to document all project expenditures. What is your plan for documenting the work (photographs, video, written documentation, etc.)? What is your plan, if any, for long term maintenance of your project after it is completed?

7. **Proposed Budget**

You will need to provide a detailed and complete budget. Provide enough detail for evaluators to understand exactly what grant funds will be used for, how you arrived at the prices for services, labor, materials, equipment, etc., and the same level of detail about the amount and source of matching funds. Please check one of the following:

The Park Authority prefers to reimburse grantees after the work is completed. However, please note that projects that were begun or completed prior to Park Authority approval are ineligible for funding.

_____ We understand payment by the Park Authority will occur after we complete the project.

_____ We must have the Park Authority grant funds prior to beginning the project.

Signature	*Date*